

## AGENCY FINANCIAL OPERATIONS

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### *PROGRAM OVERVIEW: Agency Financial Operations*

The Agency Financial Operation is to promote fiscal responsibility and accountability over all financial related activities of the District of Columbia Public Schools. It provides advice to the leadership and community of DCPS on policies and procedures applicable to budget development, accounts payable, payroll and accounting operations. It executes, on behalf of DCPS, a budget that ensures adequate funding for all DCPS academic and office programs and to fulfill all DCPS's financial obligations to employees and vendors. It also provides financial guidance to schools and program offices, and to deliver reliable financial information to administrators, governing bodies and the general public. The program maintains accounting records and prepares reports demonstrating stewardship and effective utilization of the School's financial resources.

It is comprised of two (2) major activities and a delineation of their financial components and associated performance measures are detailed in the subsequent pages.

### *FISCAL SUMMARY:*

As shown in the chart below, the proposed Agency Financial Operation program gross funds budget is \$8,192,728, no change from the FY 2005 approved budget. The gross budget supports 60 FTEs, same as number carried over from FY 2005 approved FTEs level.

Appropriated Fund	FY '05 Revised Budget	FY '05 FTE	FY '06 Proposed Budget	FY '06 FTE	Budget Variance	FTE Variance
100 Local	5,402,728	56.0	5,402,728	56.0	0	-
200 Federal	2,790,000	4.0	2,790,000	4.0	0	-
<b>Total</b>	<b>8,192,728</b>	<b>60.0</b>	<b>8,192,728</b>	<b>60.0</b>	<b>0</b>	<b>-</b>

<b>PROGRAM</b>	<b>Agency Financial Operations</b>
<b>ACTIVITY</b>	<b>Budget Operations</b>
Activity Purpose Statement	The purpose of the Budget Operations Activity is to provide technical assistance in agency budget development, planning, and monitoring leading to the maximization of financial resources so that educational goals can be achieved.
Services that Comprise the Activity	Agency Budget Development Weighted Student Formula Resource Allocations Performance Based Budgeting Strategic Planning Budget Modifications Budget Reprogramming Budgetary Training and Technical Assistance Funding Certifications Variance Reporting Collective Bargaining Impact Statements Revenue Certification Federal Grant Management and Reporting Private Grant Management and Reporting Revenue and Expenditure Tracking
Activity Performance Measures (Target & Measure)	<p><b><u>Results: (Key Result Measures Italicized)</u></b>  <i>% Personnel actions completed within three business days</i>  <i>% Accuracy on estimated PS Expenditures to Actual</i>  <i>% funding certifications completed within <u>two</u> business days of receipt</i>  <i>% reprogramming submitted to Mayor's office within <u>five</u> business days</i>  <i>% of Requisitions and Purchase Orders processed within 72 hours</i></p> <p><b><u>Outputs:</u></b>  # Monthly financial reports sent to program managers  # Personnel actions completed within 3 business days  # Trainings provided to school and office staff monthly  # Requisition/Purchase Order/Change Order processed daily  # Reprogramming processed annually</p> <p><b><u>Demand:</u></b>  # Individual budget units/cost center managed  # Reprogrammings requested  # Budget modifications requested  # Personnel actions received monthly  # Funding certifications processed weekly</p> <p><b><u>Efficiency:</u></b></p>
Responsible Program Manager	John Musso, Chief Financial Officer
Responsible Activity Manager	Vacant, Budget Officer
FY 2006 Budget (Gross Funds)	\$5,025,016
FTE's	20

**RESOURCE INVESTMENTS SUMMARY FOR BUDGET OPERATIONS ACTIVITY:**

The proposed budget for the Budget Operations Activity represents an overall increase in gross funds of \$491,195 or 11% percent over the FY 2005 approved budget of \$4,533,821. This change includes a Federal Grants increase of \$491,195. The gross budget supports 20 FTEs, same as the FY 2005 approved level.

Appropriated Fund	FY '05 Revised Budget	FY '05 FTE	FY '06 Proposed Budget	FY '06 FTE	Budget Variance	FTE Variance
100 Local	1,743,821	16.0	2,235,016	16.0	491,195	-
200 Federal	2,790,000	4.0	2,790,000	4.0	0	-
<b>TOTAL</b>	<b>4,533,821</b>	<b>20.0</b>	<b>5,025,016</b>	<b>20.0</b>	<b>491,195</b>	<b>-</b>

Appropriated Fund	Comp Object	Object Title	FY '05 Revised Budget	FY '05 FTE	FY '06 Proposed Budget	FY '06 FTE	Budget Variance	FTE Variance
<b>Personnel Services (PS)</b>								
100 Local	11	Regular Pay - Cont Full Time	955,211	16.0	955,211	16.0	0	-
	14	Fringe Benefits	157,610	0.0	157,610	0.0	0	-
	15	Overtime Pay	10,000	0.0	10,000	0.0	0	-
100 Local Total			1,122,821	16.0	1,122,821	16.0	0	-
200 Federal	11	Regular Pay - Cont Full Time	315,000	4.0	0	0.0	(315,000)	(4)
	12	Regular Pay - Other	0	0.0	315,000	4.0	315,000	4
	14	Fringe Benefits	63,000	0.0	63,000	0.0	0	-
200 Federal Total			378,000	4.0	378,000	4.0	0	-
<b>PS TOTAL</b>			<b>1,500,821</b>	<b>20.0</b>	<b>1,500,821</b>	<b>20.0</b>	<b>0</b>	<b>-</b>

Other than Personnel Services (OTPS)								
100 Local	20	Supplies and Materials	52,500	0.0	52,500	0.0	0	-
	31	Tele-Comm. Other Services and Charges	5,000	0.0	5,000	0.0	0	-
	40	Contractual Services - Other Equipment and Equipment Rental	250,000	0.0	250,000	0.0	0	-
	41		263,500	0.0	754,695	0.0	491,195	-
	70		50,000	0.0	50,000	0.0	0	-
100 Local Total			621,000	0.0	1,112,195	0.0	491,195	-
200 Federal	20	Supplies and Materials	10,000	0.0	10,000	0.0	0	-
	40	Other Services and Charges Contractual	190,000	0.0	190,000	0.0	0	-
	41	Services - Other Subsidies and Transfers	312,000	0.0	312,000	0.0	0	-
	50		1,900,000	0.0	1,900,000	0.0	0	-
200 Federal Total			2,412,000	0.0	2,412,000	0.0	0	-
OTPS TOTAL			3,033,000	0.0	3,524,195	0.0	491,195	-

<b>PROGRAM</b>	<b>Agency Financial Operations</b>
<b>ACTIVITY</b>	<b>Accounting Operations</b>
Activity Purpose Statement	The purpose of the Accounting Operations activity is to execute journal entries, and provide records retention so all accounting activities for DCPS are in compliance with the City and National standards.
Services that Comprise the Activity	Manage Central Investment Fund for schools Disburse and replenish Imprest funds for OCFO Conduct draw downs of various funds: Federal, Private, Indirect, and Others Prepare journals and enter into SOAR Perform monthly and yearly close processes for all DCPS accounts and funds Respond and prepare relevant documents for audits Record financial activities Maintain the general ledger Control and maintain all source documents supporting journal entries Revenue Collection
Activity Performance Measures (Target & Measure)	<b><u>Results: (Key Result Measures Italicized)</u></b> <i>% of all fund balancing</i> <i>% on time draw downs each month</i> <i>% Service satisfaction from internal and external clientele</i> <i>% or less error allowed in DCPS accounting record</i> <i>% Accuracy of CIF</i> <b><u>Outputs:</u></b> Audited financial statements in accordance with GAAP # Cash deposits recorded within 48 hours # Cash accounts reconciled within 30 days # Grant billings generated within 10 days of month closing # Intra-districts set up and advance per quarter # Intra-district quarterly bills # Fixed assets tagged # Fixed asset suspense items cleared <b><u>Demand:</u></b> # Cash deposits # Cash accounts managed # Grants # MOU's # Capital and inventory assets <b><u>Efficiency:</u></b> \$ Cost per cash account \$ Cost per grant \$ Cost per MOU \$Cost per fixed asset
Responsible Program Manager	John Musso
Responsible Activity Manager	Gloria Beville
FY 2006 Budget (Gross Funds)	\$3,167,712
FTE's	40

# **RESOURCE INVESTMENTS SUMMARY FOR ACCOUNTING OPERATIONS ACTIVITY:**

The proposed budget for the Accounting Operations Activity represents an overall decrease in gross funds of \$491,195 or 13% percent from the FY 2005 approved budget of \$3,658,907. This change includes a Local funds decrease of \$491,195. The gross budget supports 40 FTEs, no change from the FY 2005 approved level.

Appropriated Fund	FY '05 Revised Budget	FY '05 FTE	FY '06 Proposed Budget	FY '06 FTE	Budget Variance	FTE Variance
100 Local	3,658,907	40.0	3,167,712	40.0	(491,195)	-
	3,658,907	40.0	3,167,712	40.0	(491,195)	-
<b>TOTAL</b>	<b>3,658,907</b>	<b>40.0</b>	<b>3,167,712</b>	<b>40.0</b>	<b>(491,195)</b>	<b>-</b>

Appropriated Fund	Comp Object	Object Title	FY '05 Revised Budget	FY '05 FTE	FY '06 Proposed Budget	FY '06 FTE	Budget Variance	FTE Variance
<b>Personnel Services (PS)</b>								
100 Local	11	Regular Pay - Cont Full Time	2,386,636	40.0	1,824,741	40.0	(561,895)	-
	13	ADDITIONAL GROSS PAY	10,000	0.0	0	0.0	(10,000)	-
	14	Fringe Benefits	510,759	0.0	301,082	0.0	(209,677)	-
	15	Overtime Pay	15,000	0.0	15,000	0.0	0	-
100 Local Total			2,922,395	40.0	2,140,823	40.0	(781,572)	-
		<b>PS TOTAL</b>	<b>2,922,395</b>	<b>40.0</b>	<b>2,140,823</b>	<b>40.0</b>	<b>(781,572)</b>	<b>-</b>

<b>Other than Personnel Services (OTPS)</b>								
100 Local	20	Supplies and Materials	39,500	0.0	47,500	0.0	8,000	-
	31	Tele-Comm.	20,000	0.0	5,000	0.0	(15,000)	-
	40	Other Services and Charges	379,187	0.0	250,000	0.0	(129,187)	-
	41	Contractual Services - Other	263,500	0.0	674,389	0.0	410,889	-
	70	Equipment and Equipment Rental	34,325	0.0	50,000	0.0	15,675	-
100 Local Total			736,512	0.0	1,026,889	0.0	290,377	-
		<b>OTPS TOTAL</b>	<b>736,512</b>	<b>0.0</b>	<b>1,026,889</b>	<b>0.0</b>	<b>290,377</b>	<b>-</b>